

# M S P



## MANAGERIAL SELECTION PROCESS

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL TRANSFER CANDIDATES MAY APPLY.**

### **EXAMINATION ANNOUNCEMENT**

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

**CLASSIFICATION: SUPERVISING BRIDGE ENGINEER**

**POSITION TITLE: DIVISION OF ENGINEERING SERVICES – INDEPENDENT  
QUALITY ASSURANCE MANAGER  
(24 MONTHS LIMITED TERM, MAY BECOME PERMANENT)**

**SALARY: \$8955 - \$9878**

**LOCATION: HEADQUARTERS – SACRAMENTO**

**FINAL FILING DATE: SEPTEMBER 14, 2009**

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the Deputy Division Chief, Structure Construction, the Supervising Bridge Engineer, traveling frequently to the Integrated Project Office (IPO) located in District 7-Los Angeles, manages a Division of Engineering Services (DES) oversight team responsible for Independent Quality Assurance (IQA) for the I-405 Design-build project. The incumbent commits to partner with Los Angeles County Metropolitan Transportation Authority (LACMTA) and its contractors to expedite the review from a dedicated DES team. Responsibilities include, but are not limited to:

- Plans and provides guidance for DES transportation structures (design and construction oversight) and geotechnical groups on the activities of the I-405 design-build project; Represents DES in project-related meetings conducted in the IPO; Conducts the structures type selection meetings, and task group meeting; Partners with LACMTA and its contractors to ensure the adequate design and construction project quality; Provides management oversight to contractors quality management team for transportation structures; Provides concurrence to LACMTA and district on contract change orders, claims, and request for early construction.
- Provides technical oversight for the structural portions of the project, from the inception through construction completion. Typical oversight activities include: (1) Coordinates timely technical

reviews from office/field staff and DES functional units for project submittals; (2) Reviews results of technical reviews, and approves the contractor's requests; (3) Approves structure General Plans and Final Plans, Specifications and ensure that project construction records are complete and incorporated into the Caltrans' records. Design-build contractor typical design deliverables include: A) Type Selection of Structures; B) Early Release for Construction (for the portion of the structures designed and checked); C) Release for Construction (when the structure design is at Plan Specifications and Estimate level); D) Final Design Approval; F) As-builts.

- Provides and maintains project status and other information in Office, Division and statewide databases; engages in constant coordination with Office of Special Funded Projects, Structures Construction, and other DES functional units. Plans and secures necessary resources to perform quality assurance and administer the design-build contract.
- Prepares written correspondence and reports supporting project or Caltrans activities.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

#### **Either I**

**Experience:** One year of structure engineering experience as a Senior Bridge Engineer in the California state service.

#### **Or II**

**Experience:** One year of experience equivalent in level of responsibility to a Senior Transportation Engineer in the California state service AND at least two years of structure engineering experience as a Transportation Engineer (Civil), Range D, or higher in the California state service.

#### **Or III**

**Experience:** Broad and extensive (five or more years) engineering experience in the design, construction and maintenance inspection of bridges, major transportation-related structures, or transportation-related buildings. [Three years of the experience applied to this pattern must include: (a) one year of bridge design, construction, or maintenance inspection experience, and (b) two years in a supervisory capacity comparable in level of responsibility to a Senior Bridge Engineer in the California state service.]

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Purposes, organization, policies, and procedures of the Department of Transportation and the Division of Engineering Services; methods of design and construction of various types of bridges and transportation-related structures; characteristics of materials and equipment used in structure design and construction of bridges and transportation-related structures; factors affecting structure type selection; maintenance inspection and load rating of structures; structure seismic criteria and program; principles of project management including scope, schedule and budget; consultant contracting process, including consultant selection and contract management; external financing of transportation facilities; budgetary and resource matters; economics of bridge design and financing and handling of construction work by contract; principles and techniques of personnel management and supervision; planning and directing the work of others; Department's equal employment opportunity and labor relations program objectives; a supervisor's role in maintaining effective safety, health, equal employment opportunity and labor relations programs, and the processes available to meet these program objectives; basic safety and health regulations contained in the General Industry Safety Orders; safety and health policies and procedures as contained in the Department's Injury and Illness Prevention Program.

**Ability to:** Plan and direct the work of an engineering and administrative staff; analyze technical situations accurately and recommend or adopt an effective course of action; initiate correspondence and prepare complete and comprehensive reports; exhibit tact and diplomacy; address an audience effectively; work effectively with Caltrans' districts, consultants, local government agencies and other transportation financing agencies; negotiate for consultant services; be flexible and adaptive to changes; gain the support and confidence of top level management and advise them on a wide range of transportation matters; analyze and implement administrative policies and organizational procedures; work successfully with others to gain their respect and confidence; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations program objectives.

#### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge and experience in the application and evaluation of design and construction laws, rules, policies and procedures as it relates to transportation structures.
- Demonstrated knowledge of Caltrans project delivery and management processes and the role the Division of Engineering Services has in those processes.
- Demonstrated ability to communicate effectively, both orally and in writing; includes group presentations and effective negotiating skills.
- Demonstrated knowledge and experience in supervisory and management skills and responsibilities including workload balancing, employee safety, employee development, equal employment opportunity policies and employee conduct and discipline.
- Demonstrated ability to effectively apply logic and creativity in decision making processes, taking calculated risks, and risks, and successful application of motivational and negotiating skills.
- Demonstrated ability to initiate and maintain working relationships with internal and external partners and customers, participate in public forums representing the Departments; and serve in a consulting and coordinating capacity with other departmental functional areas.
- Demonstrated ability to interpret and implement the Department's mission, goals and values while leading a staff towards completion of tasks and projects.

#### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

#### **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD 678) which includes civil service titles and dates of experience. The application should **specify the classification; position title and the MSP number 9MSP22** being interviewed for.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**

- Resumes are optional and do not take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **SEPTEMBER 14, 2009**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
ATTN: Liz Ochoa (9MSP22)  
1727 30<sup>th</sup> Street, MS-86  
Sacramento, CA 95816**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to: Liz Ochoa at (916) 227-7466.

#### **ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

#### **REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.